



Position: Senior HIV/AIDS Advisor (Office of Environment and Health) – USPSC

Position No. 80PEPFAR01

Work Hours: 40 Hours (Full-Time)

BACKGROUND

Located approximately 500 miles from the United States (U.S.), Jamaica's close proximity to the U.S. presents serious security challenges. It ranks among the top five countries world-wide in homicide rates with high levels of corruption. Over 50% of the violence in this Caribbean Basin nation is related to gangs with close ties to their U.S. counterparts. With a stagnant, if not slipping economy and a 140% debt to GDP ratio, servicing this debt severely constrains the Government of Jamaica's (GOJ) options. Additionally, the growing population (with high illiteracy rates among young males) provides few employment opportunities, leaving an increased strain on the social fabric of the country.

December 2011 elections swung power from the Jamaican Labor Party to the Peoples National Party with a 50% turnout, the result of an increasingly impatient population frustrated with both parties. The public perceive that the current Government has spent over a year of inaction where they could have taken steps to address the economic crisis. If current leadership cannot generate job growth and put in place fiscal measures to bring down the debt, Jamaica will continue to face rising social tensions. Consequences for the U.S. include increased illegal migration, drug smuggling and expansion of the lottery scams which gangs use to target elderly, vulnerable U.S. pensioners.

As a small island developing state (SIDS), Jamaica's economy is largely focused on exports and activities tied to external markets. Major economic sectors, including agriculture, tourism, and mining, are vulnerable to the impacts of climate change often exacerbated by insufficient regulation, policies, planning and enforcement. Hurricanes and tropical storms have had significant negative impacts on economic activities, property, human welfare and natural resources. Over the past decade, Jamaica experienced nine hydro-meteorological natural disaster events causing damages estimated at J\$111.8 billion (about US\$1.45 billion). The economy is severely constrained by the high cost of electricity, which exceeds USD \$0.40 per kilowatt hour. Jamaica's high electricity tariffs are a strong drag on its overall economic growth, weighing on competitiveness and burdening private consumers and citizens.

Another major vulnerability that threatens Jamaica is the prevalence of HIV/AIDS. Currently, there are an estimated 32,000 Jamaicans living with HIV. Some of the important factors driving the HIV epidemic include multiple concurrent partners, including Men who have Sex with Men (MSM), who have sex with women and/or other MSMs, insufficient condom use, gender inequality, and stigma and discrimination. Similar to global trends, HIV prevalence among

MSMs in the English speaking Caribbean remains much higher than that observed among the general population. Jamaica has been described as having the highest HIV prevalence rate of 32.8% in the Caribbean among the target populations of MSMs and commercial sex workers (CSW). Rates of infection are highest among the 30 to 49 year old age group, having serious financial implications for families and the government in terms of medical costs, lost wages, and missed work. Homophobic stereotypes and antiquated laws threaten not only the rights of the LGBT community but the success for real change and reduction of these prevalence rates in Jamaica.

In summary, USAID has identified three major challenges which undermine and threaten citizen security and overall wellbeing. They are: 1) risks to the economy, livelihoods and natural resources due to the impacts of climate change and high energy prices; 2) high levels of crime and violence; and, 3) the prevalence of HIV/AIDS. USAID/Jamaica is committed to assisting the country in focused areas for investment, as a complement to efforts by other USG agencies, international development partners and through public-private partnerships. Developing integrated programming with strong linkages between the sectors, we are maximizing resource impact while also preparing our local partners and the GOJ to assume responsibility for projects, with a goal to transition some activities to total local ownership.

USAID/Jamaica's HIV/AIDS Program

In addition to the U.S. Government (USG), the Joint United Nations Program on HIV/AIDS (UNAIDS), the World Bank (WB), and the Global Fund are the only other partners working in Jamaica to combat HIV/AIDS. With so few working in this sector, U.S. development assistance is vital to complementing activities of the GOJ. The WB and the Global Fund have been the two largest sources of financial support for HIV activities in Jamaica. However, the WB loan ended in November 2012 and Global Fund resources have been dramatically reduced starting in 2013 by \$8 million over the next five years, leaving support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), which ranges from \$4-5 million per annum for USAID/Jamaica, as the largest single funding resource for HIV/AIDS in the region. Work and collaboration among the USG interagency and with other partners is coordinated through the Caribbean Regional PEPFAR Coordinator's Office under Chief of Mission (COM) at the U.S. Embassy in Bridgetown, State Department, USAID, Centers for Disease Control and Prevention (CDC), Health Resources and Services Administration (HRSA), Peace Corps, and Department of Defense (DOD) all working to ensure limited funds are utilized in the most effective manner possible.

USAID/Jamaica has identified the following Intermediate Result and Sub-IRs in its current Country Development Cooperation Strategy (CDCS) for the period 2014-2018:

Intermediate Result (IR) 3: Prevalence of HIV/AIDS in Key Populations Reduced

Sub-IR 3.1: Awareness of Risk Factors Associated with HIV/AIDS Increased

Sub IR 3.2: Condom Use Among Sex Workers and Men Who Have Sex with Men Increased

Sub IR 3.3: Institutional Capacity to Address HIV/AIDS Increased

USAID/Eastern and Southern Caribbean (USAID/ESC) and USAID/Jamaica, through the Caribbean Regional PEPFAR program, implements a comprehensive and integrated global health strategy to achieve an AIDS-free generation. The PEPFAR program in the Caribbean has shifted focus. The highest investments will be in the so-called Tier 1 countries made up of Jamaica, Trinidad & Tobago and Suriname. Technical focus will be on prevention, care and treatment as designated by “core” and “near-core” activities prioritized as follows:

Core Activities: focus activities that address stigma and discrimination especially as it affects access to care and treatment; treatment and care for key populations (men-who-have-sex-with-men, or MSM, and sex workers); identify and reach to MSM and sex workers; targeted texting and linkages for key populations into care; retention in care and adherence to treatment regimens; targeted strategic information (SI) activities to close data gaps; and select lab investments.

Near Core Activities: support in developing investment case documents to secure Global Fund financing.

Through a government-to-government (G2G) grant with the Ministry of Health (MOH), USAID/Jamaica will focus technical assistance, capacity building, and financial support to the MOH and community-based organizations to implement HIV programs for key populations (MSM and sex workers). Activities will include training and support in behavior change communication to help improve the quality and range of services. USAID/Jamaica will also provide grants and organizational development assistance to local partners to help strengthen and expand existing HIV prevention efforts. Interventions address stigma, gender norms, and sexual and gender-based violence in relation to HIV prevention.

In addition to the G2G with the Ministry of Health, USAID/Jamaica’s current implementing partners are the Futures Group for the Health Policy Project and World Learning for the Grants, Solicitation and Management (GSM) activity.

Major Roles and Responsibilities:

The success of PEPFAR in achieving results, including reduced levels of transmission and increased adherence to treatment regimens, requires leadership from a seasoned HIV/AIDS Technical Advisor who possesses both extensive technical expertise in HIV programming and diplomatic tact to support and advise the Government of Jamaica (GOJ) and the U.S.

Government interagency team in Jamaica as they collaborate and negotiate with national and sub-national government counterparts, other development partners, and civil society groups to formulate and operationalize PEPFAR activities. This individual will be responsible for bringing in the latest developments and innovations from international HIV programming, determining their applicability to the Jamaican context, and working with USAID's management team, including support staff in the Dominican Republic and Barbados, to identify the best methods for promoting their adoption.

A primary focus of the transition process is the integration into HIV programming of specific challenges faced by the most at risk and hardest to reach populations--namely men who have sex with men (MSM), and sex workers (SW)--gender equity, and stigma and discrimination. In particular, given the concentrated nature of the HIV/AIDS epidemic in Jamaica, the successful candidate must have significant experience in and knowledge of the interventions required to address needs of these most-at-risk populations. She/he will also be responsible for coordinating with other USG agencies the development of specific components for Jamaica in the annual Caribbean Regional Operational Plan (ROP). As such, s/he must also have excellent interpersonal communication and coordination skills, especially in working with people from a distance located at other Embassies and USAID Missions.

The Senior HIV/AIDS Technical Advisor (Senior Advisor) position is located in the USAID/Jamaica Office of Environment and Health (OEH) at the U.S. Embassy in Kingston. The incumbent serves as a key member of the interagency HIV/AIDS team at the Embassy and plays a leadership role in the PEPFAR Technical Working Groups (TWG). She/he will be a recognized HIV/AIDS subject matter expert and will perform the full range of consultative, advisory, program planning, financial management, reporting, and monitoring and evaluation duties.

The Senior Advisor serves as a technical resource person, and mentor to the USAID PEPFAR staff, who are directly responsible for the management and leadership of the USAID PEPFAR activities in Jamaica. As a technical advisor, the incumbent provides leadership to the USAID and USG teams on best practices and innovation, and leads the PEPFAR transition process for USAID-funded activities in Jamaica in line with new global PEPFAR mandates. The Senior Advisor leads engagement with GOJ and civil society counterparts. S/he will spend a significant amount of his/her time ensuring skills transfer and mentoring USAID and GOJ staff and civil society groups on effective methodologies and strengthening Jamaica's overall HIV/AIDS systems.

The incumbent is responsible for providing technical advice on an estimated \$5 million overall portfolio of HIV/AIDS activities through USAID/Jamaica. Given the nature of Jamaica's HIV epidemic, this portfolio will include treatment and care for key populations, ensuring adherence to treatment is monitored and adhered to, HIV counseling and testing services, the promotion of risk reduction behaviors; activities to address stigma and discrimination; and technical assistance to Government of Jamaica and civil society partners to meet these objectives. S/he may serve as the alternate activity manager or Agreement/Contract Officer's Representative (A/COR) for select HIV/AIDS activities, and is actively involved in the planning, design, monitoring, implementation and evaluation of those activities.

The incumbent is a leader within the USG Mission's interagency PEPFAR Working Group, which develop long-term and annual strategies for the country in consultation with regional USG partners. Serving in the role of Senior Advisor, the incumbent will represent USAID in promoting best practices and international standards of excellence within multiple internal USG and multi-stakeholder Government of Jamaica (GOJ) led technical working groups, and play a lead role in program coordination, analysis of progress and activity design for inclusion in the annual ROP. In partnership with the FSN team, the Senior Advisor facilitates communication and maintains collaborative working relationships with mid to senior level government officials in the GOJ, other development partners and USG agencies and non-governmental organizations on technical issues relates to best practices.

The Senior Advisor maintains highly collaborative interagency relationships, and is required to coordinate across technical areas to strengthen the continuum of response from HIV prevention to care and treatment. This approach reflects the USAID core values of achieving results, teamwork and participation, accountability, diplomacy and customer focus and the goals of USAID Forward.

Specific Duties and Responsibilities

Specific activities of the Senior Advisor will include, but are not limited to, the following:

The Senior Advisor provides expert technical advice in the design and implementation of USG PEPFAR HIV/AIDS activities in Jamaica. S/he monitors overall program progress and identifies achievements as well as problems in performance and advises on appropriate action with USAID FSN Team leads and support staff, the USAID OEH Director and the USAID Supervisory Program Officer.

1. Technical Leadership and Expertise (60%)

- Provide technical leadership on HIV/AIDS prevention and care & treatment issues to the USAID Mission and the broader USG PEPFAR interagency working group.
- Supervise and mentor USAID/Jamaica Health staff to support professional development, including technical expertise and leadership skills.
- Provide technical guidance through substantive involvement in the Embassy and regional interagency working groups, developing multi-sectoral programming and providing technical guidance and direction.
- Provide technical guidance to GOJ counterpart organizations.
- Provide technical and program assistance (including drafting briefing papers, cables and memos for information and action) on HIV/AIDS.
- Coordinate dissemination of lessons learned among all HIV/AIDS stakeholders, including the USG, other development partners and the GOJ at all levels.
- Develop documents related to the assigned area of responsibility.
- Develop and/or maintain linkages among USAID's activities with other USG-funded activities, with a focus on strengthening multi-sectoral programming.
- Provide technical assistance to strengthen the capacity of local non-governmental organizations to ensure the sustainability of USG and other development partner efforts.
- Strengthen collaboration with other development partners, particularly the Global Fund to Fight HIV/AIDS, to reduce funding overlaps, strengthen technical collaboration, provide technical assistance and enhance the long-term sustainability of program activities.
- Provide technical assistance to ensure program investments are consistent with international norms and standards and are synergistic with other investments made by the USG and partnering agencies.
- Provide technical support on the development and implementation of guidelines, interventions and programs.
- Monitor current public health literature, reports, international guidelines and standards and best practices.
- Provide recommendations in developing innovative approaches to designing, implementing and evaluating HIV/AIDS prevention and treatment programs in Jamaica.
- Other duties as assigned.

2. Program Management (30%)

- Provide technical leadership on annual work plans and design for HIV/AIDS implementing partners. Ensure regular site visits and monitoring (through the SIMS tool) is up-to-date to review program implementation and meet with beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to the USG PEPFAR team and, as appropriate, implementing partners and GOJ counterparts.

- Monitor that implementing partners are in compliance with relevant regulations and procedures. Specific and in-depth knowledge of applicable USG laws and legislative directives as well as regulations, particularly regarding the allowable use of HIV/AIDS funds in the spectrum of HIV programming. Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to the PEPFAR Team.
- Provide strategic technical advice for, and prepare portions of, key USG planning and budget documents, such as the USAID/Jamaica inputs to the PEPFAR Regional Operational Plan in cooperation with the Caribbean Regional PEPFAR Coordinator, semi-annual and annual progress reports, Congressional Notifications and the Operational Plan.
- Other duties as assigned.

3. Representation/Coordination (10%)

- Work with the USAID FSN team, as well as the regional Caribbean PEPFAR team, to strengthen coordination within the interagency, and with the GOJ, other development partners, development partners, UN agencies and NGOs involved in the HIV/AIDS response.
- Provide leadership to bring in international best practices and technical advances while coordinating and collaborating with the GOJ, other development partners, UN agencies and other key stakeholders on planning, implementation and policy issues related to HIV prevention among MARPs.
- Work closely with the GOJ, bilateral and multilateral agencies and other key stakeholders to strengthen collaboration of HIV/AIDS activities at the national and sub-national levels to ensure greater country ownership and technical capacity.
- Guide collaboration and coordination efforts with the GOJ, development partners, and other relevant partners on HIV/AIDS prevention to ensure technical and programmatic synergy.
- Other duties as assigned.

Minimum Requirements and Qualifications

(Determines basic eligibility for the position. Candidates not meeting the basic qualifications are considered *not* qualified for the position.)

a) Requirements

1. U.S. citizenship;
2. In possession of, or able to obtain, a secret security clearance. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

3. In possession of, or able to obtain, a medical clearance. The successful applicant must receive medical clearance for serving in Kingston, Jamaica. Details of how to obtain U.S. Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.

b) Qualifications:

1. Education

- Possession of a university degree (Bachelors level or above) in public health, social or behavioral sciences or other related field is required. Masters of Public Health is desired.

2. Relevant Experience

- Minimum of five years of progressively responsible experience in HIV/AIDS strategy development and program development and implementation is required. Experience in HIV programming among most-at-risk populations (MARPs) is required, and experience working in a concentrated epidemic is preferred.
- Demonstrated supervisory experience with increasing levels of responsibility is required. Previous experience supervising foreign service nationals (FSNs) is desired.
- Minimum of three years of senior level HIV/AIDS program design, implementation and management experience with international development organizations or similar senior management experience is required.
- Experience in working with capacity development of civil society organizations is required.
- Experience in program design, strategic planning, and program management, implementation and evaluation of HIV/AIDS programs with demonstrated technical expertise in HIV/AIDS prevention, particularly in a developing country context, is required.
- Experience with and working knowledge of other development partner programs and development partner coordination processes, such as the Global Fund, is required.

3. Technical Knowledge

- Excellent interpersonal, communication and analytical skills are required. Familiarity with interagency USG rules, regulations and systems is preferred.
- Demonstrated, comprehensive knowledge and experience in HIV/AIDS programming in both facility and community settings is required. Specialized knowledge and experience working with most-at-risk populations (MARPs) is required and experience in working with populations who inject drugs is preferred.

- Strong technical skills in providing technical support and capacity building for host-country governments (national and sub-national level) and civil society on HIV is required.
- Demonstrated experience in technical skills transfer or mentoring is required.
- Understanding and knowledge of U.S. Government regulations and procedures to include knowledge or experience working with the President's Emergency Plan for AIDS Relief (PEPFAR) is required.
- Working knowledge of USAID programming, processes, documentation and business practices is desired.

4. Communication and Interpersonal Skills

- Excellent interpersonal skills, tact and diplomacy are required to establish and maintain a wide range of senior-level and working-level contacts with health programs in governmental, non-governmental, and private-sector circles are required.
- Demonstrated ability to work effectively in teams and collaborate in a multi-agency setting, often under pressure of short deadlines and multiple demands is required.
- Demonstrated leadership ability and interpersonal skills including flexibility, patience, facilitation, team building and conflict/problem solving skills required in a cross-cultural environment are required.
- Demonstrated excellent writing and speaking/presentation skills, and in preparing analytic briefings for key USG and other leaders/decision makers are required.
- Strong financial management and administrative skills to track the performance of implementing partners is required.
- Computer literacy, including ease and skill in using word processing programs, email, spreadsheet applications, and presentation software; and familiarity with the worldwide web is required.

Available Guidelines

The successful candidate will be expected to be aware of and apply U.S. Embassy Kingston, PEPFAR and Agency-specific policies, guideline and procedures, as well as USAID/Jamaica established administrative operating procedures, policies and formats. Verbal guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. S/he will stay abreast of guidance issued by the Office of the Global AIDS Coordinator (OGAC) and the Caribbean Regional PEPFAR Coordinator based in Barbados. S/he will be required to be proactive in keeping abreast of evolving guidelines and policies which affect all USAID activities, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

Exercise of Judgment

The successful candidate will be required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience will be expected from the successful candidate in dealing with USAID/Jamaica and USAID/ESC PEPFAR staff, as well as representatives from other development partner organizations to address problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the GOJ and the private sector in support of USAID/Jamaica development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. S/he will also be required to follow and adhere to USAID's Code of Ethics and Conduct.

Authority to Make Commitments

The successful candidate will have no independent authority to commit U.S. Government (USAID/Jamaica) funds on behalf of the U.S. Government.

Nature, Level and Purpose of Contacts

The successful candidate will be providing technical inputs to USAID/OEH negotiations with multiple ministries within the Government of Jamaica, other development partners, UN agencies, NGOs and other key stakeholders. S/he will represent the USG on relevant GOJ and various ministry working groups and technical discussions on issues related to HIV/AIDS prevention activities. The Senior HIV/AIDS Advisor will collaborate and coordinate efforts with the GOJ, other development partners, UN agencies and other relevant partners on HIV/AIDS prevention to encourage innovation and best practices being introduced to Jamaica and to ensure technical and programmatic synergy.

The candidate will be required to maintain effective working relationships with USAID colleagues and members of other US government agencies. In addition, the Senior HIV/AIDS Advisor will dialogue and collaborate with mid to high level members of the host government, multi- and bi-lateral organizations, private sector entities, representatives of non-governmental organization, and other local and international groups to advocate for best practices and technical approaches as assigned by the USAID OEH Office Director.

Selection Criteria

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

- 1. Education - 10 points**
- 2. Relevant Experience - 35 points**
- 3. Technical Knowledge - 35 points**
- 4. Communication/Interpersonal Skills - 20 points**

Maximum Points – 100 points